



### [Publisher 2010 Basics](#)

**Prerequisite: Office 2010 Fundamentals** This is a desktop publishing program used to create specialty items such as greeting cards, flyers, brochures, calendars and many more home or business related publications. In this class, you will learn how to use templates, insert and edit clipart, and many other features to help you create desktop publications.

**Wednesday, February 29<sup>th</sup>, 10 am to 11:30 am**



### [Word 2010 Basics](#)

**Prerequisite: Office 2010 Fundamentals** This is a word processing program. In this class, you will learn formatting techniques, bullets/numbering lists, clipart, templates, page borders, watermarks and more.

**Saturday, February 18<sup>th</sup>, 11 am to 12:30 pm**

*or*

**Tuesday, February 21<sup>st</sup>, 10 am to 11:30 am**



### [Excel 2010: Organizing Data & Objects](#)

**Prerequisite: Excel 2010 Basics** Using data organization features you can sort, filter, and group and outline data so that you can focus on its key parts. In this class you will learn how to outline data, arrange objects on a worksheet page, sort and filter data, create an outline so you can group and summarize data and more.

**Tuesday, February 28<sup>th</sup>, 4 pm to 5 pm**

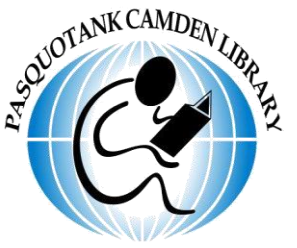


### [Word 2010: Letters & Mailings](#)

**Prerequisite: Word 2010 Basics** You will learn what a Mail merge is, see why it is important and then perform the basic functions of a mail merge. You will also create envelopes (with borders and clipart) and then perform an envelope mail merge.

**Friday, February 24<sup>th</sup>, 4 pm to 5 pm**

# FREE Computer Classes February 2012



#### ❖ **Registration is required**

Contact:  
Christina Williams, Technology Trainer  
**Phone:** 252-335-7536  
**Email:** [cwilliams@earlibrary.org](mailto:cwilliams@earlibrary.org)

#### ❖ **You must have a valid Library Card**

❖ Classroom in Computer Lab B

❖ Classes limited to 10, register early

❖ **Call ASAP** if unable to attend so those on the waiting list can attend.

❖ **Prerequisites:** Some classes have prerequisites, please be aware!



### [Mouse & Keyboarding](#)

Begin your journey to becoming a pro. Learn the basics of using a computer mouse and keyboard. You will be exploring websites that can help you brush up on your typing skills and you can practice maneuvering the mouse with many mouse tutorials.

**Thursday, February 2<sup>nd</sup>, 5:30 pm to 6:30 pm or Tuesday, February 7<sup>th</sup>, 11 am to 12 pm**



### [Computer Basics](#)

In this class, you will learn: basic computer operations, computer parts, windows environment, learning how to operate the desktop, and more. **You must know how to operate the mouse and the keyboard to take this class.**

**Friday, February 10<sup>th</sup>, 10 am to 11:30 am**



### [Internet Basics](#)

This is an introduction class to the Internet. You will learn the basics of “surfing the net”, web addresses, basic terminology, cool websites, how to get online and search for information by using meta search engines and directories, and more.

**Wednesday, February 8<sup>th</sup>, 3 pm to 4:30 pm**



### [Internet Fun](#)

Do you use the Internet every day, but still have trouble finding the perfect website? We will explore many fun, free websites for your entertainment, education, and more. These websites are free and will show you how you can take classes online, gain medical information, enhance your every day skills and more.

**Thursday, February 16<sup>th</sup>, 3 pm to 4 pm**



### [Jump Drive 101](#)

Do you have a jump drive or flash drive (those cute little storage devices), but do not know how to use it? Bring your jump drive to class and learn how to save information to it, and organize that information into files and folders.

**Wednesday, February 8<sup>th</sup>, 10 am to 11 am**



### [Help Lab](#)

If you have questions about using your software or downloading pictures, bring your questions to me. You can also use this time independently to practice what you have learned from previous classes.

**Thursday, February 2<sup>nd</sup>, 11 am to 12:30 pm**

**Friday, February 3<sup>rd</sup>, 3 pm to 5 pm**

**Wednesday, February 15<sup>th</sup>, 2 pm to 4 pm**

**Thursday, February 23<sup>rd</sup>, 11 am to 12:30 pm**



### [Picasa](#)

Picasa is a free photo editing software that you can download from Google to your home computer and edit your digital photos. You will learn how to edit, remove red-eye, fix, and make collages with your pictures.

**Wednesday, February 15<sup>th</sup>, 10 am to 11:30 am**



### [Skype](#)

You will learn about Skype, the software used to call people all around the world. This seminar type class will show you what you need to get started, how to use the software, make videophone calls, and much more.

**Tuesday, February 21<sup>st</sup>, 4 pm to 5 pm**



### [Microsoft Paint](#)

This is a very simple program that everyone should have on his or her personal computer. You will learn the basics of the Paint program, how to create screen captures, and edit pictures/clipart. It is easy to use and a lot of fun!

**Tuesday, February 14<sup>th</sup>, 4 to 5 pm**

*or*

**Wednesday, February 22<sup>nd</sup>, 11 am to 12 pm**



### [Animoto](#)

This website will allow you to create video slideshows; you can create unlimited 30-second videos using your digital pictures. You will be able to add effects and music to make your pictures feel more like a video. Before coming to class, you must visit [www.animoto.com](http://www.animoto.com) and register for the free (lite) account and then bring your digital pictures on a jump drive so you can create your first video in class.

**Thursday, February 9<sup>th</sup>, 11:30 am to 12:30 pm** *or* **Wednesday, February 29<sup>th</sup>, 4 pm to 5 pm**



### [Google Basics](#)

Learn what Google has to offer you besides searching for information. We will explore shortcuts, Google's directory, labs, advanced search techniques, products and much more.

**Friday, February 17<sup>th</sup>, 10 am to 11:30 am**



### [Office 2010 Fundamentals](#)

**This is required for all Microsoft Office 2010 classes.**

Come and explore the new Microsoft Office 2010 suite: Word, Excel, and PowerPoint. You will cover the basic principles of the Office Suite such as the Ribbon – tabs, Background View – file menu, printing, saving; and more.

**Tuesday, February 7<sup>th</sup>, 4 pm to 5 pm** *or* **Thursday, February 9<sup>th</sup>, 5:30 pm to 6:30 pm**



### [Excel 2010 Basics](#)

**Prerequisite: Office 2010 Fundamentals** This spreadsheet program allows easy analysis of data using tables and formulas. You will learn how to insert and color code worksheets, create formulas & functions, formatting techniques and more.

**Tuesday, February 14<sup>th</sup>, 10 am to 11:30 am** *or* **Thursday, February 23<sup>rd</sup>, 5:30 pm to 6:30 pm**



### [PowerPoint 2010 Basics](#)

**Prerequisite: Office 2010 Fundamentals** In this presentation software you will create a simple in-class presentation, add custom animation, themes, clipart, smart art, and how to save your presentations.

**Thursday, February 16<sup>th</sup>, 5:30 pm to 6:30 pm** *or* **Wednesday, February 22<sup>nd</sup>, 3 pm to 4:30 pm**